

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Alternate Scheduling of Employees' Work Hours

**Policy
Number**

C-24

Page

1 of 2

Purpose

To establish a Board of Supervisors Policy that will provide guidelines for Departments and Office Heads to use in the determination of staggered starting times and quitting times for County employees who currently work 8:00 a.m. to 5:00 p.m. The goal of establishing alternate schedules using staggered starting and quitting times is to remove County employees from the roadways during peak periods.

Background

Driving on any major freeway during rush hour reveals the substantial increases in traffic volumes which have occurred throughout the San Diego region in the last twenty years. What was non-existent twenty years ago is now commonplace. The increase in population, housing, and jobs within the region has had a substantial impact on traffic. From 1980 through 1987, traffic on the region's freeway system increased by 50 percent, or approximately eight percent per year. Traffic on local streets and roads increased significantly as well - 30 percent during the same time period. In an effort to impact peak hour traffic flow, the Board of Supervisors directed that alternative strategies be developed to help County employees avoid peak hour traffic congestion commutes.

Policy

It is the policy of the Board of Supervisors that:

1. The Chief Administrative Officer direct Office and Department Heads to maximize alternate scheduling using staggered starting and quitting times to avoid peak hour traffic congestion periods.
2. It shall be the target of each appointing authority to seek to schedule 50% of 8:00 a.m. to 5:00 p.m. employees on alternate schedules utilizing staggered starting and quitting times outside of the peak traffic periods of 7:30-8:30 a.m. and 4:30-5:30 p.m., but generally within the 8-hour day, 5-day week configuration.
3. Office and Department Heads implement, where appropriate, changes to employees' hours of work consistent with current applicable Memoranda of Agreement, which authorize the office or department to change the hours of work to meet operational or other requirements with 14 calendar day notice to the affected employees.
4. Alternate scheduling through the use of staggered starting and quitting times will be subject to the following guidelines:

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Page

2 of 2

A. The establishment of alternate scheduling using staggered starting and quitting times shall be encouraged by the appointing authority;

B. Employees may request alternate schedules through the use of staggered starting and quitting times so as to void peak hour traffic periods. Consideration may be given to accommodating transit schedules.

C. Employees may be given approval for set work hour schedules between 6:00 a.m. and 6:00 p.m. Stop times will normally be expected to correspond with full eight-hour work schedules in most circumstances. Generally, start times will not be later than 9:00 a.m. and stop times will not be earlier than 3:00 p.m.;

D. Approved work hour schedules will normally be established so as to avoid irregularities in attendance patterns;

E. The appointing authority shall promulgate guidelines for the internal administration and processing of employee requests for staggered starting and quitting times.

5. It shall be the responsibility of office and department heads to ensure that alternate scheduling using staggered starting and quitting times is used to the maximum extent feasible within their office or department so as to remove County employees from peak hour traffic periods.

6. It shall be the responsibility of the Director of each County department to monitor the implementation and ongoing effect of these efforts to impact peak hour traffic periods through the use of alternate scheduling.

Sunset Date

This policy will be reviewed for continuance by 12/31/01.

Board Action

9-27-88 (65)

5-15-96 (11)

CAO Reference:

1. Department of Human Resources